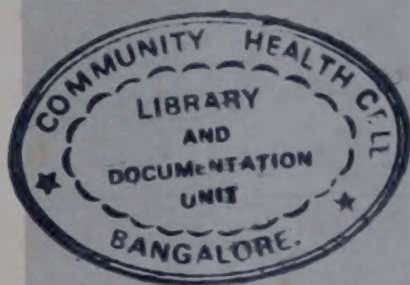


## • MAINTENANCE OF HEALTH BUILDINGS •



## THE RESIDENT HEALTH WORKER'S ROLE .



• BRITISH COUNCIL DIVISION/ODA • ORISSA HEALTH AND FAMILY WELFARE PROJECT



## FOREWORD

THE HEALTH BUILDINGS IN EACH VILLAGE, TOWN OR CITY ARE OF VITAL IMPORTANCE IN THE GOVERNMENT'S DRIVE TO IMPROVE THE POPULATION'S HEALTH STATUS.

THE STRUCTURES ARE EXPENSIVE TO BUILD AND IF THEY ARE TO CONTINUE TO FUNCTION AS A BASE, WHICH HEALTH AND MEDICAL ASSISTANCE CAN BE DISPENSED FROM THEY MUST BE CONTINUALLY KEPT IN GOOD CONDITION.

EVERYBODY USING THE BUILDING HAS A RESPONSIBILITY TO PROTECT AND MAINTAIN IT.

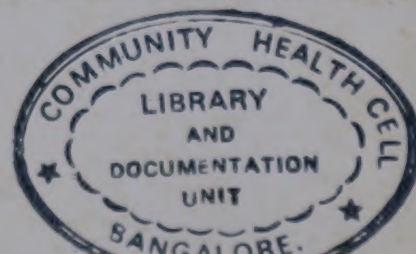
THE MEDICAL STAFF WHO ARE BASED AT THE CENTRES ARE VERY IMPORTANT PEOPLE IN THE CONTINUAL UP-KEEP OF THE BUILDINGS.

THIS SIMPLE BOOKLET IS A GUIDE TO THE RESIDENT MEDICAL OFFICER/WORKER IN EACH CENTRE ON HOW TO ORGANIZE THE DAY TO DAY ACTIVITIES THEY SHOULD ADOPT TO ENSURE THAT THEIR PARTICULAR BUILDING CONTINUES TO FUNCTION IN THE PRESCRIBED MANNER.

IT IS NOT A TECHNICAL MANUAL BUT INTENDED TO BE A GOOD HOUSEKEEPING GUIDE.

THE BRITISH COUNCIL DIVISION AND THE ORISSA HEALTH AND FAMILY WELFARE PROJECT WELCOMES COMMENTS AND SUGGESTIONS ON THE CONTENTS AND ON HOW FUTURE MEMBERS WOULD BE ADVISED TO MAKE THESE BOOKLETS

TO THE LOCAL CHIEF DISTRICT MEDICAL





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## INTRODUCTION

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THE RESIDENT HEALTH WORKER IS AN IMPORTANT PERSON IN THE CHAIN THAT ENSURES HEALTH BUILDINGS REMAIN IN A CLEAN, USABLE CONDITION.



THEY MAKE REGULAR USAGE OF THE BUILDING THROUGHOUT THE YEAR AND ARE IN THE BEST POSITION TO NOTICE PROBLEMS ARISING WITH THE BUILDING.

REGULAR, PROMPT, POSITIVE ACTION BY THEM CAN SAVE THE BUILDING FROM FALLING INTO BAD DISREPAIR AND EVENTUALLY BECOMING UNUSABLE.

THEY CAN ALSO INFLUENCE AND ADVISE THEIR STAFF AND PATIENTS TO USE THE BUILDING PROPERLY AND TREAT IT WITH RESPECT.



**BASIC PREVENTIVE CARE DOES NOT NEED VAST TECHNICAL KNOWLEDGE. ONLY COMMON SENSE AND REGULAR CARE.**



**WITH REGULAR CARE POSSIBLE DAMAGE TO BUILDINGS CAN BE DETECTED AT AN EARLY STAGE BEFORE IT BECOMES SERIOUS.**

**THE HEALTH WORKER CAN DECIDE WHICH MINOR DEFECTS CAN BE CORRECTED WITHIN THE COMMUNITY AND WHICH ONES NEED PROFESSIONAL HELP.**



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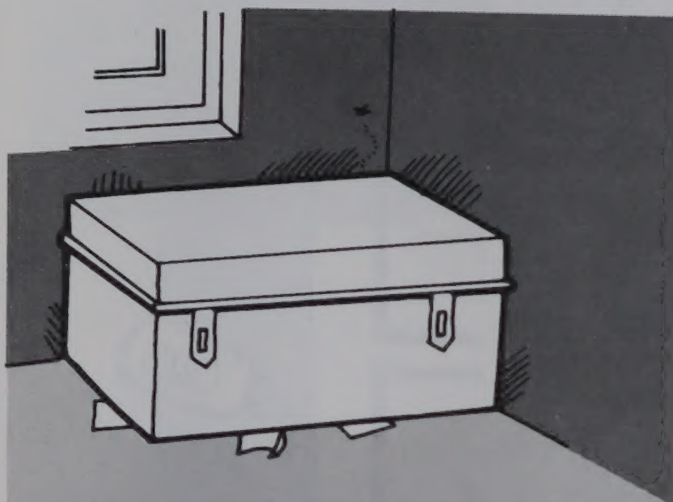
## PREVENTIVE MAINTENANCE

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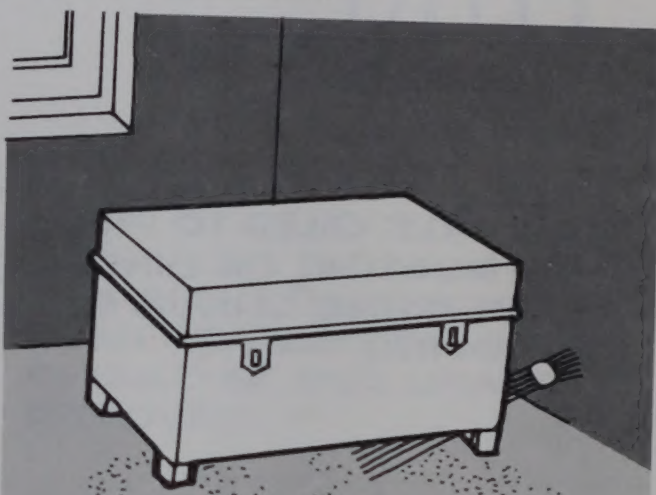
### INTERIOR OF BUILDINGS

REGULAR CLEANING OF ALL INTERIOR PARTS OF A BUILDING IS A MUST. THIS IS THE FIRST ASPECT OF PREVENTIVE MAINTENANCE.

DAILY SWEEPING IS A MUST .



DO NOT STACK ANYTHING AGAINST INTERIOR WALLS, THIS DAMAGES PAINTED SURFACES AND GIVES HIDING PLACES FOR DUST, DAMP, TERMITES AND RODENTS.



IF UNAVOIDABLE REST THE STORED ITEMS ON SUPPORTS SO UNDERSIDE CAN BE EASILY CLEANED. REGULARLY MOVE ALL OBJECTS TO CLEAN FLOOR, SHELVES AND WALLS WHERE ITEMS ARE STORED.

THESE REGULAR MOVEMENTS AND CLEANINGS WILL GIVE AN EARLY WARNING OF ANY DAMAGE BEING CREATED BY DUST, DAMP OR INSECT / PEST ATTACK.

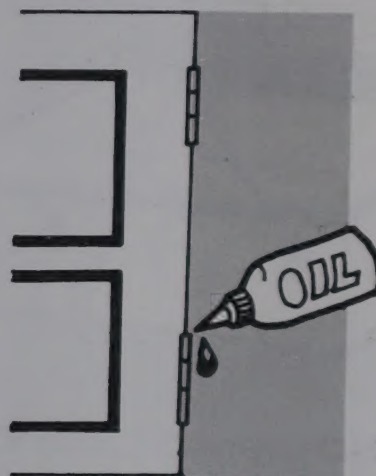


## DOORS AND WINDOWS



WHILE IN USE DOORS AND WINDOWS MUST BE HELD OPEN BY HOOKS OR WIRESTRING TIES etc. SO THAT THE WIND CANNOT BLOW THEM SHUT. EXCESSIVE BANGING OF DOORS AND SHUTTERS WILL DISLODGE FRAMES, BREAK THE DOOR / SHUTTER AND SHAKE HINGES OR SCREWS LOOSE.

HINGES AND BOLTS MUST BE REGULARLY OILED TO PREVENT THEM RUSTING OR BINDING THUS PUTTING UNFAIR STRESS ON MOVING PARTS.

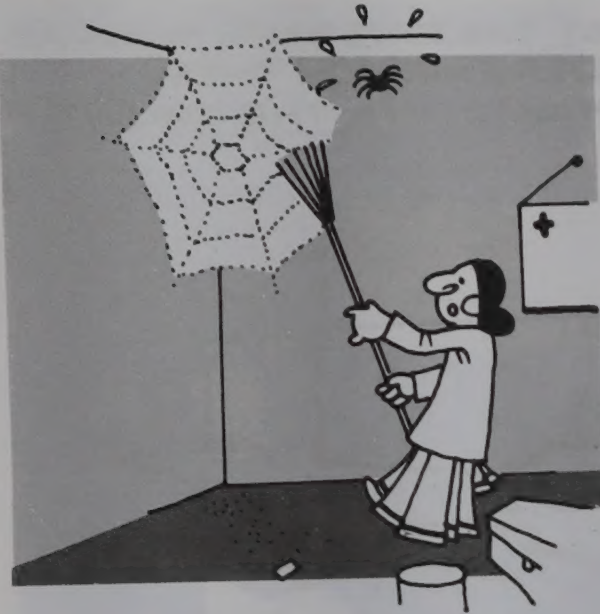


NEVER BANG THE DOORS AND CHILDREN SHOULD NEVER BE ALLOWED TO SWING FROM DOOR AND WINDOW SHUTTERS. THIS PUTS UNFAIR STRESS ON HINGES AND BOLTS WHICH WILL BREAK.

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**TERMITES, SPIDERS etc:**



**CLEAN ALL TRACES OF WHITE ANTS/TERMITES, SPIDERS AS SOON AS SPOTTED WITHIN OR AROUND THE BUILDINGS.**

**ANY ANT/TERMITE HILLS SEEN NEAR THE BUILDINGS SHOULD BE DUG UP AND REMOVED.**



**THIS PREVENTS THE BUILDINGS AND THEIR PARTS FROM POSSIBLE DAMAGE.**

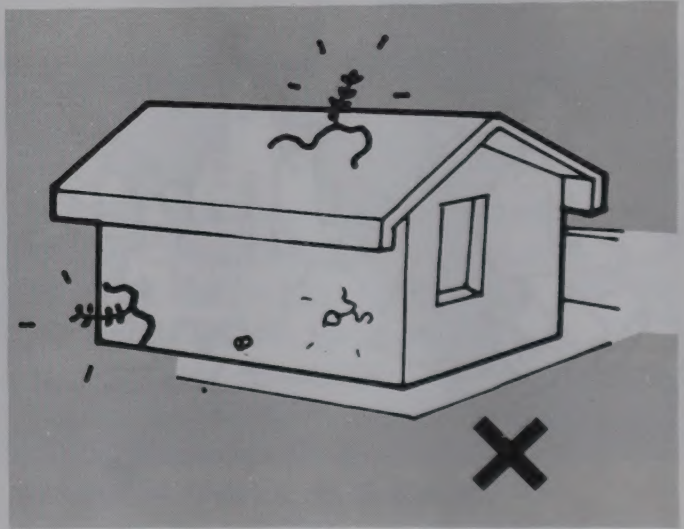
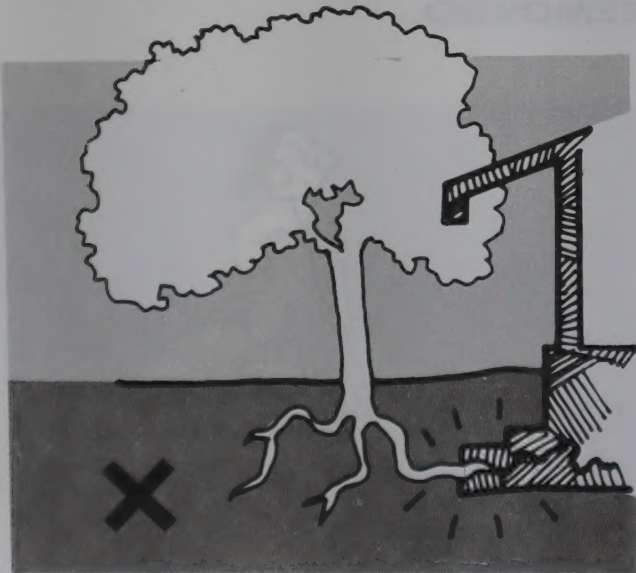


## EXTERIOR OF BUILDING AND COMPOUND

DO NOT STACK ANYTHING AGAINST THE EXTERNAL WALL AS THIS WILL CAUSE MOISTURE TO ENTER THROUGH THEM CREATING DAMP PATCHES AND PROMOTING THE GROWTH OF MOULD, FLIES AND RODENTS.



PLANTS, WEEDS, SHRUBS OR TREES MUST NOT BE ENCOURAGED TO GROW NEXT TO THE BUILDING AS THE ROOTS CAN DAMAGE FOUNDATIONS AND FOOTINGS.

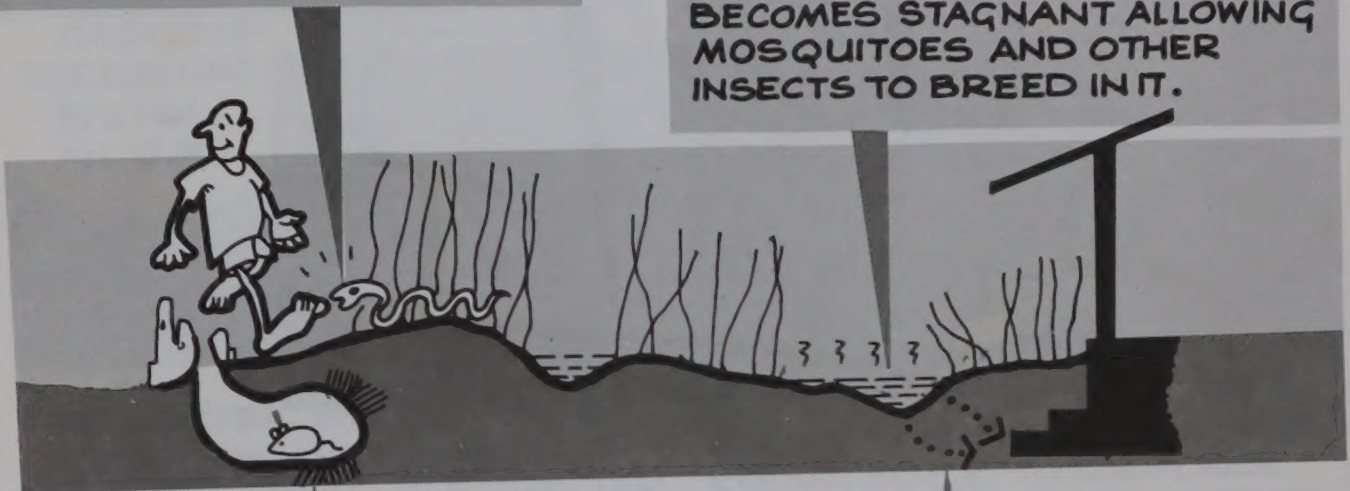


ANY PLANT GROWTH ON ROOF OR WALL MUST BE REMOVED QUICKLY AS THEIR ROOTS WOULD PENETRATE THEIR WAY INTO THE PLASTER AND ALLOW RAINWATER TO ENTER THE BUILDING.



OVERGROWN GRASS HIDES RODENTS AND REPTILES WHO CAUSE DAMAGE TO BUILDING OR PEOPLE WHO MIGHT STEP ON THEM.

THE COMPOUND AREA SHOULD NOT HAVE DEEP HOLES OR DEPRESSIONS SO THAT IT COLLECTS WATER (RAIN WATER). WATER SO COLLECTED BECOMES STAGNANT ALLOWING MOSQUITOES AND OTHER INSECTS TO BREED IN IT.



UNDULATIONS IN THE COMPOUND COULD BE SIGNS OF RODENTS, TERMITES AND OTHER PESTS LIVING UNDER. ALL SUCH TRACES eg: ANTHILLS etc: SHOULD BE DUG UP IMMEDIATELY AND DESTROYED.

SUCH WATER ALSO SEEPS INTO THE FOUNDATION CAUSING DAMAGE TO BUILDING.

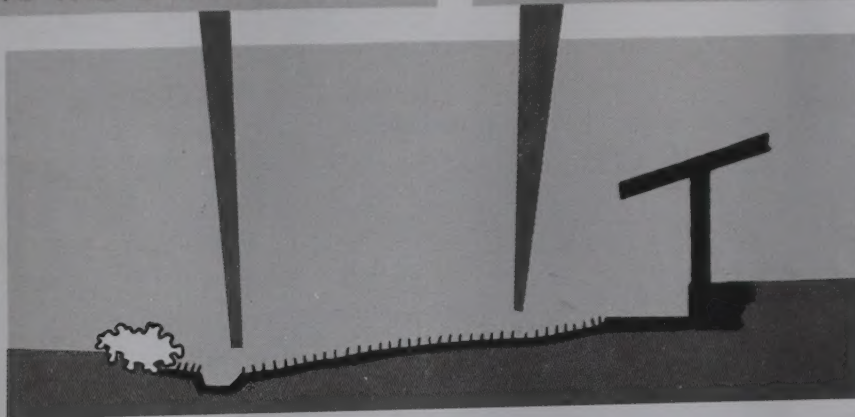


LOOSE STONES, MOUNDS SHOULD BE REMOVED FROM THE COMPOUND AS THEY ARE A SOURCE OF INJURY TO ANYONE WHO TRIPS ON THEM.



ALL DRAINS INCLUDING THOSE FROM HANDBASINS/SINKS, WATER PUMP etc: SHOULD BE KEPT CLEAN SO WASTE WATER MAY GO INTO THE SOAK PIT.

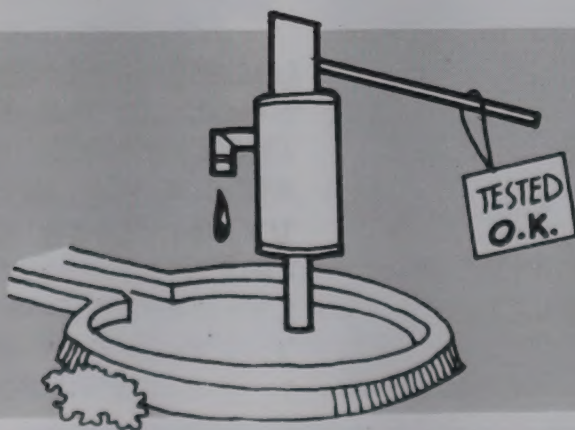
THE GROUND AROUND THE BUILDINGS SHOULD BE KEPT CLEAN AND SLOPING AWAY FROM BUILDINGS TO PREVENT PONDING.



## HAND PUMP

THE RESIDENT HEALTH WORKER IS RESPONSIBLE FOR MAINTAINING THE HAND PUMP. PERIODIC CHECKS MUST BE MADE TO ENSURE THE PUMP IS IN GOOD WORKING CONDITION AND THE WASTE WATER DRAINS ARE CLEAN AND IN GOOD SHAPE.

THE PUMP AND DRAINS MUST BE SERVICED FROM TIME TO TIME AND REPAIRS CARRIED OUT WHENEVER NECESSARY





## SERVICES

### THE ELECTRIC SYSTEM

MADAM JI, I'VE  
CHECKED UP  
THE ELECTRIC  
SYSTEM....  
ALL O.K



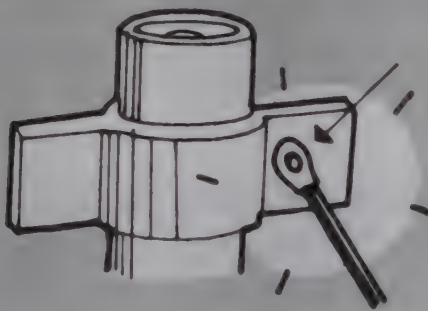
THE ELECTRIC SYSTEM SHOULD  
BE THOROUGHLY CHECKED  
BY A QUALIFIED ELECTRICIAN  
ON AN ANNUAL BASIS.

... MUST REPLACE  
THIS FUSED  
BULB....

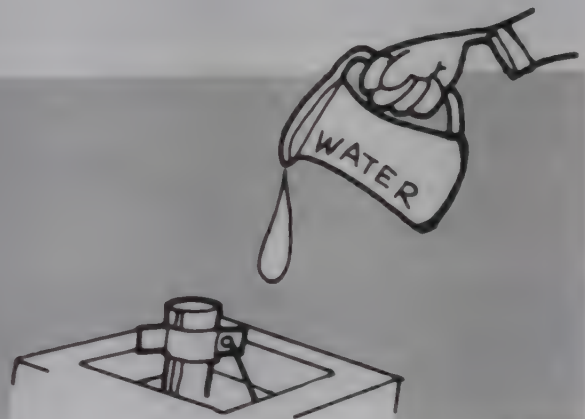


HOWEVER IT DOES NOT TAKE  
GREAT TECHNICAL SKILL OR  
KNOWLEDGE TO REPLACE  
A LIGHT BULB OR REPAIR A  
FUSE.

### THE EARTHING SYSTEM



ENSURE THAT ALL JOINTS IN  
THE EARTHING SYSTEM ARE  
FIRM AND SECURED.



WATER SHOULD BE POURED  
ONTO THE EARTHING SYSTEM  
EVERY MORNING TO ENSURE  
THE SURROUNDING SOIL  
REMAINS MOIST AT ALL TIMES.



## WATER AND WASTE DISPOSAL SYSTEM

REGULAR DAILY CLEANING IS A MUST FOR LATRINES AND SINKS/WASHBASINS.



DO NOT ALLOW ANYONE TO THROW ANY OBJECT OF EVEN A VERY SMALL SIZE INTO THE LATRINE OR SINK. SUCH OBJECTS BLOCK THE DRAIN PIPES AND DAMAGE THE SYSTEM WHICH MAKES IT EXPENSIVE TO REPAIR.

THE SEPTIC TANK SHOULD BE CLEANED PERIODICALLY. THE ENTIRE PLUMBING SYSTEM SHOULD BE CHECKED AND CORRECTED BY A QUALIFIED PLUMBER ON AN ANNUAL BASIS.

ANY SIGNS OF CRACKS, LEAKS IN THE SYSTEM MUST BE IMMEDIATELY REPORTED FOR REPAIRS TO THE APPROPRIATE AUTHORITY.

HOWEVER IT DOES NOT TAKE GREAT TECHNICAL KNOWLEDGE TO PERFORM SIMPLE TASKS eg: REPLACING A WORN OUT WASHER, CLEANING A CHOKED SPOUT etc:



WHILE THE BUILDING IS NOT IN USE AND ITS OCCUPANTS ARE AWAY IT MUST BE ENSURED THAT ALL DOORS AND WINDOWS ARE CLOSED AND FIRMLY BOLTED/LOCKED.

THE GATE OF THE COMPOUND WALL SHOULD BE CLOSED AND LOCKED, WITH THE KEYS BEING KEPT WITH A RESPONSIBLE PERSON.



WHILE THE USERS ARE AWAY THEY COULD ASK THE NEIGHBOURING PLOT OWNER TO KEEP AN EYE ON THE BUILDING.

DURING HOLIDAYS/LONG PERIOD OF TIME WHEN OCCUPANT IS AWAY THE LOCAL COMMUNITY COULD BE ASKED TO HELP, PROTECT, CLEAN AND MAINTAIN THE BUILDING.



## PERIODIC CHECKS

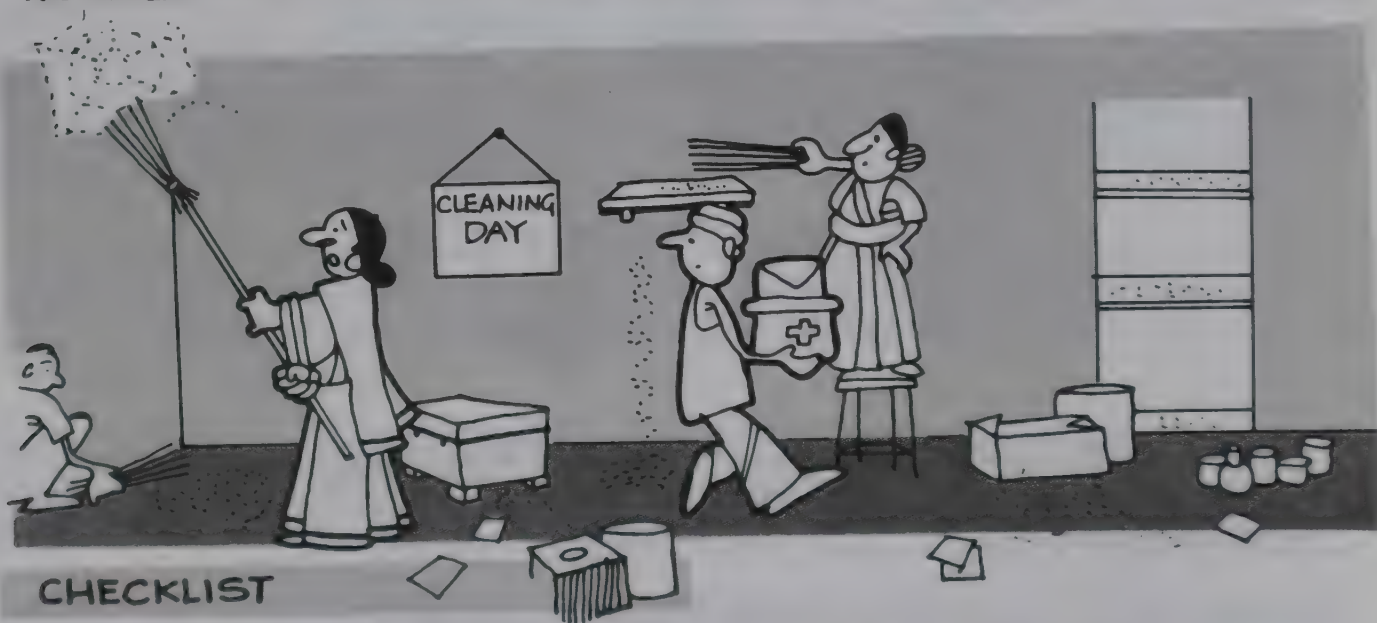
### MAINTENANCE SCHEDULE

DAILY \_\_\_\_\_ SWEEPING

ONCE A WEEK \_\_\_\_\_ INSPECTION OF HEALTH BUILDING AND COMPOUND BY RESIDENT HEALTH WORKER.

ONCE A MONTH \_\_\_\_\_ GOOD CLEANING FOR BUILDING WITH EVERYTHING BEING REMOVED FROM THE SHELVES.

THE RESIDENT HEALTH WORKER SHOULD BE PREPARED TO SUPERVISE THE SWEEPER'S WORK OR TO DELEGATE THE TASK TO ONE OF THEIR SENIOR STAFF TO ENSURE THAT THE CLEANING IS CARRIED OUT IN AN ORDERLY MANNER. THIS CAN ALSO BE CARRIED OUT BY THE RESIDENT HEALTH WORKER WITH THE HELP OF THE LOCAL COMMUNITY.



### CHECKLIST

TO HELP HEALTH WORKERS FOCUS THEIR ATTENTION ON VARIOUS COMPONENTS AND SECTIONS OF THE BUILDINGS THAT WILL REQUIRE REGULAR INSPECTION, A SIMPLE CHECKLIST HAS BEEN PROVIDED FOR THEM. (SEE PAGES 14 AND 15.)



## MAINTENANCE RECORD

THE COMPLETED FORMS MUST BE KEPT IN A FILE AT THE HEALTH CENTRE. IT IS THE RESIDENT HEALTH WORKER'S RESPONSIBILITY TO ORGANIZE THE CLEANING OF THE CENTRE. HE/SHE SHOULD ENSURE ANY REQUIRED REPAIRS ARE CARRIED OUT, OR THE NEED FOR SUCH A REPAIR BE BROUGHT TO THE ATTENTION OF THE RELEVANT AUTHORITIES.



IT IS NO GOOD JUST FILLING UP THE FORMS, FILING THEM AND NEGLECTING TO DO THE PHYSICAL WORK.



## BUILDING AND COMPOUND MAINTENANCE CHECKLIST.

( 1 )

NAME OF HEALTH CENTRE \_\_\_\_\_ DATE \_\_\_\_\_

INSPECTED BY \_\_\_\_\_ INSPECTION NO. \_\_\_\_\_

### INTERIOR INSPECTION

**DOORS AND WINDOWS** THIS INCLUDES ALL DOORS AND WINDOWS ON THE COMPOUND, TOILETS, CUPBOARDS etc:

1. ARE THE SHUTTERS EASY TO OPEN AND CLOSE ?
2. ARE ALL THE SCREWS IN THE HINGES IN PLACE AND TIGHT ?
3. DO ALL THE TOWER BOLTS AND ALL DROPS OPERATE SMOOTHLY ?
4. DO ALL SHUTTERS HAVE HOOKS OR BLOCKS TO HOLD THEM OPEN
5. DO ALL LOCKS OPERATE SMOOTHLY ?
6. ARE ALL THE FRAMES FIRMLY FIXED IN THEIR POSITION ?

Y	N

### FLOORING

1. IS THE FLOOR EASY TO KEEP CLEAN ?
2. HAS THE FLOOR CRACKED SINCE THE LAST INSPECTION ?
3. DOES DAMP COME UP THROUGH THE FLOOR ?


### ROOF

1. IS THERE ANY SIGN OF SOAKING ?
2. IS THERE ANY SPOT WHERE WATER ACTUALLY DRIPS THROUGH ?
3. HAS THIS BEGUN TO HAPPEN SINCE THE LAST INSPECTION ?


### SHELVING AND CUPBOARDS

1. IS ALL STORAGE FACILITIES STRONG AND USABLE ?

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### ELECTRICAL SYSTEM

1. ARE ALL THE EXPOSED CABLES PINNED SECURELY TO WALLS AND CEILING ?
2. ARE ALL SWITCHES, CONTROLS etc: SAFE TO USE ?
3. ARE ALL FIXTURES, FANS, LIGHTS etc: FIXED AND WORKING CORRECTLY ?


### TOILETS AND PLUMBING

1. IS THE PLUMBING SYSTEM WORKING CORRECTLY ?
2. ARE ALL SINKS AND TAPS SECURED FIRMLY IN THEIR POSITION ?
3. ARE ALL TOILETS CLEAN AND WORKING CORRECTLY ?
4. DOES THE SEPTIC TANK FUNCTION PROPERLY ?
5. ARE ALL DRAINS FUNCTIONING PROPERLY ?




**EXTERIOR INSPECTION**

**WALLS**

1. IS ANY PLASTER BROKEN OR CRACKED ?
2. IS ANY VEGETABLE MATTER GROWING FROM THE WALLS ?
3. IS ANYTHING STORED AGAINST THE WALLS ?

Y	N

**ROOF AND WINDOW OVERHANGS**

1. IS ANY VEGETABLE MATTER GROWING ON THE ROOF ?
2. ARE THERE ANY CRACKS IN THE COVER PLASTER ?
3. ARE ANY REINFORCEMENT BARS SHOWING ?


**HAND PUMP**

1. DOES EXCESS WATER DRAIN AWAY FROM THE SURROUNDING AREA ?
2. IS THE CEMENT APRON IN GOOD CONDITION ?
3. DOES THE PUMP REQUIRE GREASING ?


**COMPOUND**

1. IS THE COMPOUND WALL AND GATES IN GOOD CONDITION ?
2. IS THE COMPOUND CLEAN ?
3. IS THE SOIL AROUND THE BUILDINGS SLOPING AWAY FROM THE BUILDINGS ?
4. ARE THERE AREAS IN THE COMPOUND WHERE WATER MIGHT COLLECT ?
5. ARE THERE ANY TREES OR BUSHES GROWING VERY CLOSE TO THE BUILDINGS ?


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**ACTION TAKEN TO RECTIFY ANY PROBLEMS** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**GENERAL OBSERVATIONS ON PHYSICAL CONDITION OF BUILDINGS** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_









